

Opening Date: January 20, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-40
Monthly Salary: \$3,293.42 - \$4,332.09*
Group/Class: B18/1551
Travel %: 10%
Division/Department: O&A/Support Services
Number of Positions: 1

* Salary commensurate with experience and qualifications
Position requires in-office Monday through Friday coverage.

JOB VACANCY NOTICE

Staff Services Officer II

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 641X – LDO – Administration; 2102 – Ordinance Officer; 920B – Supply System Technician (Warrant); 3F1X1 Services or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary

Performs moderately complex (journey-level) staff services and facilities-related work for the Support Services Department. Work involves planning and coordinating several staff services functions such as fleet coordination, mail operations, property accounting, receiving, office moves, courier services and minor maintenance items. May train others. Works under moderate supervision, with limited latitude for use of initiative and independent judgment. Reports to the Manager of the Support Services Department. **Position requires in-office Monday through Friday coverage.**

Essential Job Functions

- Performs agency motor pool activities, coordinates maintenance and repairs of vehicles, assignment of vehicles and other related fleet tasks.
- Utilizes the fleet management program and system for record keeping and reporting.
- Serves as primary or alternate agency property manager.
- Responsible for the custody and care of property in the possession of the agency.
- Coordinates the sale and salvage of all unusable agency property in the Comptroller of Public Accounts property system.
- Assists with agency deployment of related CAPPs Financials modules. Assists with reconciliation of property accounting records and systems.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Receives and delivers office items and supplies that have been ordered by the agency to include inventory tagging for controlled and capitalized equipment as specified by the Comptroller and enters and manages inventory in the State Property Accounting system.
- Coordinates building access cards and parking for staff and visitors.
- Coordinates telecommunications including telephone line installations and moves as well as voice mail set up.
- Processes all incoming and outgoing mail; ensures all incoming checks are logged properly and distributed.
- Assists in performing annual physical inventory of agency property.
- Assists in the coordinating the sale and salvage of all unusable agency property.
- Assists in development of written policies and procedures.
- Assists in management of leased facilities.
- Assists Finance with State Property Accounting reconciliation and preparation of Annual Financial Report.
- Provides daily courier services such as bank deposits, treasury deposits, and hand deliveries.
- Sets up meetings and recordings for Board meetings, work sessions, conferences, and agency-wide meetings.
- Performs office moves, office rearrangements, modular unit reconfigurations, and other logistical arrangements.
- Procures office supplies from the central store and delivers to staff and maintains budget for such activities.
- Coordinates and oversees the maintenance of copiers, office equipment and facilities.
- Assists with safety and risk management activities such as addressing safety concerns, coordinating first aid training for staff, updating safety manuals, and assisting with building evacuations.
- Operates a state or personal vehicle for business purposes.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May train others.
- Performs other duties as assigned.

Minimum Qualifications

- High School diploma or equivalent.
- Two-years of experience in facilities or support services-related work.

Preferred Qualifications

- Experience in database entry and associated reporting.
- Experience in bookkeeping or accounting.
- Experience in mailroom or receiving operations.
- Experience in general building maintenance.
- Experience in property accounting or property inventory.
- Experience coordinating or managing a fleet program.
- Experience developing written policies and procedures.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Support Services Department; and of the principles and practices of public administration.
- Knowledge of office management.
- Knowledge of purchasing and procurement methods and procedures.
- Knowledge of accounting principles and practices.
- Skills in using Microsoft Office programs such as Word, Excel, and Outlook.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in coordinating activities.
- Skills in attention to detail.

Job Vacancy Notice (cont.)

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- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 75 lbs.
- Ability and willingness to travel 10% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to work a schedule of 8:00 am through 5:00 pm, Monday through Friday.
- Ability to study and evaluate programs and propose recommendations.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.